

School Order Form

Academic Year 2020-2021

New to Ordering? Use our [How to Order Worksheet](#)



School: _____ Date: / /

Contact Person: _____ Phone: () _____

Street Address: _____ Email (Required for Section B): _____

City: _____ State: _____ Zip Code: _____

Section A: Achievement Test Response Sheets, Scoring, and Misc Items

Check if you ordered testing last school year, but did not test because of COVID. Only order materials you need in addition to what you already have; enter negative Qty for materials you are returning for credit or not using. We will not print new student labels.

Line	Item	Qty	Price	Amount
1a	Level 1: You score the test booklets and send us the raw scores for processing, per student.....	_____	\$10.00	_____
1b	Level 1: You score the test booklets and enter the raw scores at CatformsRecords.com, per student*.....	_____	\$8.00	_____
1c	Level 1: You send us the test booklets and we hand score them, per student.....	_____	\$15.00	_____
2a	Level 2: You score the test booklets and send us the raw scores for processing, per student.....	_____	\$10.00	_____
2b	Level 2: You score the test booklets and enter the raw scores at CatformsRecords.com, per student*.....	_____	\$8.00	_____
2c	Level 2: You send us the test booklets and we score them by computer, per student.....	_____	\$12.00	_____
3	Level 3: Student Response Sheet and scoring (Grades 4-6), per student.....	_____	\$10.00	_____
4	Level 4: Student Response Sheet and scoring (Grades 6-9), per student.....	_____	\$10.00	_____
5	Level 5: Student Response Sheet and scoring (Grades 9-12), per student.....	_____	\$10.00	_____
6	Duplicate test reports, per student.....	_____	\$1.00	_____
7	Digital (pdf) test reports, per student (minimum \$15, maximum \$50) on disk or email.....	_____	\$1.00	_____
8	Transfer student test records from one school to another, per student.....	_____	\$5.00	_____
9	Homeschool student surcharge (see back for details).....	_____	\$12.00	_____
10	ADSS scores on Profile chart instead of grade equivalent scores (not common).....	_____	No charge	_____
11	Academic Progress Test, Level 2•4, Form A, includes materials and scoring, per student.....	_____	\$12.00	_____
12	Test Administrator's Guide for the Academic Progress Test, Level 2•4, Form A.....	_____	\$3.00	_____
13	Discount: Enter student enrollment at CatformsRecords.com by Dec 25, per student*.....	_____	-\$1.50	_____
14	Autumn Discount: Send order with payment by Nov 30, per student (details below).....	_____	-\$1.00	_____
*Setup fee required, see Line 15			Section A Subtotal (Minimum \$30)	_____

Section B: **New!** Catforms Records (We will contact you by email for setup information)

Line	Item	Qty	Price	Amount
15	One-time setup fee, per school, includes online enrollment and free basic subscription.....	_____	\$100.00	_____
16	Standard subscription, per student and full-time staff member (minimum qty: 20+).....	_____	\$10.00	_____
17	Premium subscription, per student and full-time staff member (minimum qty: 20+).....	_____	\$12.50	_____
18	Early Autumn Discount: Order standard or premium subscription by Sep 30 (details below).....	_____	-\$1.00	_____
† If ordering for a single classroom, email us for a discount on minimum quantities			Section B Subtotal	_____

Payment Information

Visa _____ Master Card _____ Discover _____ Check or Money Order _____
 Card Number: _____ - _____ - _____ - _____ Expiration Date ____/____
 Name on Card _____
 Billing Street Address _____
 Billing City _____ State _____ Zip _____
 Signature _____

Tentative Test Date: / /

Sections A, B Subtotal _____

Normal shipping: \$5, Rush: \$30 _____

Grand Total _____

Mail, fax or email order to:

Catforms Testing Service

2388 Cremean Rd
Elida OH 45807

Phone & Fax: 888-991-7918

Alt Fax: 866-211-2872

Email: info@catforms.com

Autumn Specials

For test scoring: Deduct \$1 per student on Line 14 if your order is faxed, emailed, or postmarked by **November 30**, including enclosed payment or card information. Actual testing can be done any time during the school year.

Note: Materials will be mailed in January unless **Tentative Test Date** is marked earlier.

For Catforms Records: Deduct \$1 per student and full-time staff member if placing order with payment by **September 30**.

I have read and understood the requirements for using the California Achievement Tests. I will see that the tests are administered according to the directions. Signature (Required to place order): _____

School Order Information

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Use of this order form

This order form is for use by private schools and students tested by a private school. Individual home schools order at www.catforms.com or use our Homeschool Order Form.

Obtaining student booklets and Examiner's Manuals for the 1970 CAT

Student booklets and Examiner's Manuals are available from Christian Light. For a test order form, please call 800-776-0478.

Determining which level in which to place your students

The 1970 CAT has five levels, covering the twelve grades as follows:

Level 1: Gr. 1-2 **Level 2:** Gr. 2-4 **Level 3:** Gr. 4-6 **Level 4:** Gr. 6-9 **Level 5:** Gr. 9-12

For the grades that could be in either of two levels, a good rule of thumb is to use the lower level if the test is taken during the first half of the school year, and the higher level if the test is taken during the second half. Slower students in grades 2, 4, 6, or 9 will probably find test taking easier in the corresponding lower levels.

Grade placement

Generally, it is best to use the chronological grade level for placing students in achievement tests, except for a slow student unable to do a meaningful job in his grade level. Place him/her at the grade to which you wish to have him/her compared. We cannot score a student in a grade outside of his/her test level. *For example, if a Level 4 student writes in his grade as 10, we must change it to grade 9 in order to score it.*

Level 1 & Level 2 ordering options (Lines 1a, 1b, 1c, Lines 2a, 2b, 2c)

Students mark their answers directly in Level 1 & 2 test booklets rather than on a separate response sheet. You have the option of manually scoring these tests and sending us the raw scores on our paper Raw Scores Form or online at CatformsRecords.com. You can also send us the booklets; we score Level 1 manually and Level 2 by disassembling the booklets and scanning them. Choose only **one** of the three options for Level 1 and Level 2 respectively.

Level 3, Level 4, Level 5 (Lines 3-5)

To simplify ordering and reduce confusion, we now include the student response sheet and scoring together in one item. Order a quantity of one for each student in each level. We normally send an additional sheet for each level ordered in case a sheet is damaged or there is an unexpected additional student.

Duplicate test reports (Line 6)

All test documents printed by Catforms Testing Service are copyrighted. Please do not photocopy them. If you need duplicate copies, order them on the front of this form (Line 6) or purchase the pdf files and print from them. (Line 7). If you need reprints later on, call or email us.

Digital (pdf) test reports (Line 7)

Pdf copies of your student test reports and school summaries are returned to you on a disk or by email, in addition to the printed test reports. Files may be saved to no more than two computers for viewing and printing purposes. Cost is per student, with a minimum fee of \$15 and a maximum fee of \$50.

Homeschool student surcharge (Line 9)

If you have home school students testing with your school, please add the homeschool student surcharge for each of those students. We have our own homeschool testing service and this surcharge is to better match those prices.

The Academic Progress Test, Level 2•4 (Line 11, 12)

This is an alternative to Level 2 of the 1970 CAT, designed to test many of the same concepts with test items of similar difficulty. **Note:** *For more complete results and compatibility with the other grade levels, at this point we recommend using Level 2 of the 1970 CAT.*

Discounts (Lines 13, 14)

We offer a discount for schools who enter their student enrollment at CatformsRecords.com. Please note that to qualify for this discount, you must order the one-time setup fee for use of Catforms Records, which also gives you a basic non- expiring school subscription. We also offer a discount for orders sent with payment by Nov 30, 2020. Multiply each discount by the total number of students you are testing.

Section B: Catforms Records

Please see our other documentation or go to Catforms.com/records for more ordering information, including the various subscription options.

Order placement, payment & shipping

We prefer not to accept school orders via phone. You may place your order online at www.catforms.com, send this completed form by mail or fax, or scan and email this form to us. Any common picture (such as jpg) or pdf file format is acceptable as long as we can read it.

Payment is due when you place your order, unless arrangements are made otherwise. We accept checks, money orders, Visa, MasterCard, and Discover. Standard shipping is via US Postal Service for a flat fee of \$5 per order; Express Mail shipping is available for an additional charge. Canadian shipping other than standard first class is billed at actual cost.

Order processing and scoring times

1. Orders are generally mailed out within 3-5 business days of receipt. If you face a tight deadline, email or fax us and we can often have your order out in 1-2 days. Orders received during the autumn discount promotion are shipped after January 1 unless you specify an earlier tentative test date.

2. Standard scoring service time for school tests: We will score your tests and ship the results to you in three to four weeks from the time we receive your paid, completed tests. However, we have no guaranteed processing times for tests received during the months of May through August, the Academic Progress Test, and Level 1 & 2 booklet scoring.

3. If you need to have rush scoring of your completed tests, we charge an additional \$1.00 per student to process and ship tests in ten business days or less from receipt by us. Express Mail shipping is an additional charge. You will find rush scoring order information on the back of the Test Shipping Checklist enclosed with your tests. Rush scoring fees will be refunded in the rare case that we fail to meet those deadlines.

Prices are effective through August 31, 2021.

Requirements for Ordering

By signing at the bottom of the order form, you agree to the following:

1. That all testing materials and answer sheets be kept securely in a locked facility with access only by authorized personnel, that they be released only for appropriate use, and, after such use, that all materials be returned to the secured area.

2. That tests be administered fully in accord with the directions given and that there be no prior inspection of testing materials in order to prepare students for specific questions on the tests.

3. That test results be reported only to those qualified to interpret them correctly or accompanied with sufficient explanation to allow correct interpretation by those unfamiliar with the tests.

4. That the confidentiality of test reports be protected at all times. We recommend that students not be given copies of their test reports.